

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

**TO:** Chief Payroll Officers  
All State Agencies

**DATE:** June 25, 2009

**FROM:** Marc A. Leonetti  
State Controller

**SUBJECT:** Laser Checks for FY10 PP #1  
CPO 09-17

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Please be aware that starting with pay period 1 of FY10 (check date July 10, 2009), checks will now be printed on a laser printer and will be on a full 8 ½" x 11" sheet of paper. The pay stub will now be located on the top of the check instead of on the side. The perforation to remove the check will be located at the top of the check.